

## Organizing Content (“Chunking”)

The concept of “Chunking” in the online learning environment refers to the organization of related content in a logical sequence. There are several ways to organize information, but one of the simplest ways is to provide links to all of the elements needed for students to complete a unit in one location.

eCourses provides two primary tools for organizing content: Folders and Learning Modules. In our sessions, we use the **Course Material** folder as the primary container for units of study. The units themselves are contained within Learning Modules.

The image below shows a sample unit of study in a Learning Module from the **Designer** tab. Notice how Learning Modules provide tools to organize content in a logical sequence.

The screenshot shows the Designer tab interface with the following elements and annotations:

- Buttons:** Add File, Add Content Link, Create Heading, Action Menu Settings, Edit.
- Table:**

Move	Title
<input type="checkbox"/>	1 Powerpoints
<input type="checkbox"/>	1.1 Lecture 1
<input type="checkbox"/>	1.2 Lecture 2
<input type="checkbox"/>	2 Assignments
<input type="checkbox"/>	2.1 Assignment 01
<input type="checkbox"/>	2.2 Assignment 02
<input type="checkbox"/>	3 Unit I Discussion
- Annotations:**
  - Red arrow pointing to "1 Powerpoints": Text-only, entered by clicking the “Create Heading” button above.
  - Red arrows pointing to "1.1 Lecture 1" and "1.2 Lecture 2": Subsections of item 1 created by clicking the item’s checkbox and clicking the “Indent” button below.
  - Red arrows pointing to "2.1 Assignment 01" and "2.2 Assignment 02": Assignments added by clicking the “Add Content Link” button above and selecting “Assignments>>”
- Bottom Buttons:** Outdent All, Outdent, Indent, Remove.

The image below shows the same unit of study from the **Student View** tab.

The screenshot shows the Student View tab with the following elements and annotations:

- Table of Contents for Unit I:**
  - 1 Powerpoints
    - 1.1 Lecture 1
    - 1.2 Lecture 2
  - 2 Assignments
    - 2.1 Assignment 01
    - 2.2 Assignment 02
  - 3 Unit I Discussion
- Annotation:** Red arrow pointing to the expand/collapse icon next to "1 Powerpoints": Click this button to expand or collapse the items under the heading